

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 9th July 2024 at 6.30 pm

PRESENT: Councillors: R Bickford, J Brady, J Dent, J Foster, S Gillies, S Martin, S Miller (Chairman), B Samuels, P Samuels (Vice-Chairman) and B Stoyel.

ALSO PRESENT: 1 Member of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and M Thomas (Senior Policy and Data Compliance Officer)

APOLOGIES: R Bullock, M Griffiths, L Mortimore, J Peggs and D Yates.

29/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

30/24/25

DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Samuels B	17a	Non-Pecuniary	Member of Saltash Rotary who have provided funding to the project. Also friend of some members of project team.	Yes
Samuels P	17a	Non-Pecuniary	Member of Saltash Rotary who have provided funding to the project. Also friend of some members of project team.	Yes
Samuels P	17b	Non-Pecuniary	Was a presenter on Saltash Radio.	Yes
Stoyel	17a	Non-Pecuniary	Member of Saltash Rotary who have provided funding to the project. Also friend of some members of project team.	Yes

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

31/24/25 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

32/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 14 MAY 2024 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 14 May 2024 were confirmed as a true and correct record.

33/24/25

TO RECEIVE AND CONSIDER THE SERVICES COMMITTEE RECOMMENDATIONS.

Services Committee held on 11th April 2024

12/24/25 To receive a report on the fourth round of Community Infrastructure Levy Fund and consider any actions and associated expenditure

It was proposed by Councillor Bickford, seconded by Councillor Mortimore and **RESOLVED**:

1. To form a Working Group comprising of Councillors Mortimore, Bickford, Bullock, Peggs and Dent working with the Town Clerk to submit an expression of interest by 5pm on Tuesday 30th April 2024;
2. To delegate to the Town Clerk working with the Working Group to agree the project proposal and Town Council contribution towards the expression of interest working within the CIL funding guidance and available budget;
3. To **RECOMMEND** to the next Policy & Finance Meeting a project contribution allocated to budget code 6278 EMF CIL Planning Income working within budget;
4. To delegate to the Town Clerk working with the Working Group to appoint a consultant should additional support be required to prepare and submit a full CIL application **RECOMMENDING** to the next Policy & Finance Meeting the associated costs to be allocated to budget code 6282 EMF Funding Bids (Consultancy Fees);
5. To report back at future Services Committee meetings.

The Town Clerk confirmed the associated cost for recommendation, point 3 above is £10k and point 4 above is £4,800.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to approve the above recommendations.

30/24/25 To receive reports from the Service Delivery Department and consider any actions and associated expenditure.

a. Departmental Report;

Fire, Intruder Alarm and CCTV system service agreement comparison for STC buildings

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED:**

1. To delegate to the Service Delivery Manager to ensure existing contracts are cancelled in accordance with the Town Council contract avoiding penalties;
2. To appoint Company C at a cost of £2,971.20 to provide a Service Level Agreement for all Town Council Fire Alarms, Intruder Alarms and CCTV to be maintained, monitored and serviced over a 12-month period;
3. To allocate the associated costs to the various budgets codes as follows:
 - 7104 Fire & Security Alarm – Longstone
 - 6904 Fire & Security Alarm - Library
 - 7004 Fire & Security Alarm – Maurice Huggins
 - 6404 Fire & Security Alarm - Guildhall
 - 6804 Fire & Security Alarm - Isambard House
 - 6013 Security Alarm Maintenance – Churchtown Building
4. To **RECOMMEND** to the next Policy and Finance Committee meeting the associated cost relating to the service provided for CCTV to budget code 6229 CCTV Annual Maintenance.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation.

31/24/25 To receive a draft Notice Board Policy and consider any actions and associated expenditure.

The Town Clerk advised that a Noticeboard Policy is required to offer staff and the public clarity on what can and cannot be displayed in various Town Council owned Noticeboards.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED**:

1. To **RECOMMEND** the draft Saltash Town Council Noticeboard Policy to Full Town Council to form part of the Communications Strategy as an appendix to;
2. To approve a new virtual noticeboard on the Town Council website at a cost of £75 to commence on the appointment of an Office Manager;
3. To **RECOMMEND** to the next Policy and Finance Committee meeting to allocate the associated cost to budget code 6211 Website Maintenance.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation.

34/24/25 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO MAY 2024.

It was **RESOLVED** to note.

35/24/25 TO NOTE THAT PETTY CASH IS RECONCILED UP TO JUNE 2024.

It was **RESOLVED** to note.

36/24/25 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

37/24/25 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

38/24/25 **TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

39/24/25 **TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor P Samuels and **RESOLVED** to note the budget statements and to approve for budget code 6229 PF CCTV Annual Maintenance to be vired to the main Service Delivery Budget statement.

40/24/25 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer referred to point 5 of the report contained within the circulated reports pack.

Members confirmed they were content with the public funds being held across various reputable banking institutions.

It was **RESOLVED** to note.

41/24/25 **TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note that there are no current insurance claims.

42/24/25 **TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

43/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

44/24/25 **TO CONSIDER COMMUNITY CHEST APPLICATIONS:**

Councillors B Samuels, P Samuels and Stoyel declared an interest in the next item and left the meeting.

a. CC274 Saltash Community Shed

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to award £749.97.

Councillors B Samuels, P Samuels and Stoyel were invited and re-joined the meeting.

b. CC275 Saltash United Football Club

The Chairman informed the Committee of the attendance of Mr Bob Rowse, representing Saltash United Football Club, at the meeting. He thanked Mr Rowse for his attendance and invited him to brief the Committee on the background to the application received and contained in the circulated reports pack.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to award £840.

45/24/25 **TO CONSIDER FESTIVAL FUND APPLICATIONS:**

a. FF125 Saltash Christmas Festival

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to award £2,500.

46/24/25

TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. CC269 Saltash United Football Club.

It was **RESOLVED** to note.

Councillor P Samuels declared an interest in the next item and left the meeting.

b. CC270 Saltash Radio.

It was proposed by Councillor Miller, seconded by Councillor Brady and **RESOLVED** to:

1. Note the report and;
2. Councillor Miller to liaise with the local Cornwall Councillors to suggest that the equipment obtained from the funding awarded is returned to and retained by Saltash Town Council for community use, reporting back to a future Policy and Finance meeting.

Councillor P Samuels was invited and re-joined the meeting.

c. CC271 Saltash Bowls Club.

It was **RESOLVED** to note.

d. CC272 Tamar Trotters.

It was **RESOLVED** to note.

e. FF120 Cornwall International Male Choral Festival.

It was **RESOLVED** to note.

f. FF121 May Fair.

It was **RESOLVED** to note.

47/24/25

TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

a. Financial Regulations

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the new NALC Financial Regulations (as attached) to Full Council to be held on 1 August 2024.

b. Local Government Pension Scheme

It was **RESOLVED** to note that following a review of the current policy, no amendments were required.

c. Awarding the Freedom of Saltash

It was proposed by Councillor Bickford, seconded by Councillor Miller and resolved to **RECOMMEND** the Policy for Awarding the Freedom of Saltash (as attached) to Full Council to be held on 1 August 2024.

d. Civic Awards

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** the Civic Awards Policy (as attached) to Full Council to be held on 1 August 2024.

e. Grants Policy

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Grants Policy (as attached) to Full Council to be held on 1 August 2024.

48/24/25

TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Section 106 Panel

Nothing to report.

49/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

50/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

51/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that the public and press be re-admitted to the meeting.

52/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Martin, seconded by Councillor B Samuels and **RESOLVED** to issue the following Press and Social Media releases:

1. Community Chest and Festival Fund grant awards.

DATE OF NEXT MEETING

Tuesday 24 September 2024 at 6.30 pm

Rising at: 7.17 pm

Signed: _____
Chairman

Dated: _____

DRAFT

Financial Regulations

RESPONSIBLE COMMITTEE: POLICY AND FINANCE

This is a policy/procedure document of Saltash Town Council to be followed by both Town Council Members and Employees.

Current Document Status			
Version	2024-25	Approved by	
Date	01.08.2024	Responsible Officer	RFO
Minute no.		Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
07/2024	2024/25 DRAFT	NALC/WP	P&F 09.07.2024	47/24/25a	Revised from new NALC model document replacing previous version. Recommended to FTC 01.08.2024
07/2024	2024/25 DRAFT	WE/AJT	FTC 01.08.2024		

Document Retention Period
Until superseded

SALTASH TOWN COUNCIL FINANCIAL REGULATIONS

Contents

1. General	4
2. Risk management and internal control	6
3. Accounts and audit	8
4. Budget and precept.....	11
5. Procurement.....	12
6. Banking and payments.....	17
7. Electronic payments.....	19
8. Cheque payments	22
9. Payment cards.....	22
10. Petty Cash.....	23
11. Payment of salaries and allowances.....	24
12. Loans and investments	25
13. Income	26
14. Payments under contracts for building or other construction works	27
15. Stores and equipment	28
16. Assets, properties and estates.....	28
17. Insurance.....	29
18. Charities.....	30
19. Suspension and revision of Financial Regulations	30
Appendix 1 - Tender process	32

These Financial Regulations were adopted by the Town Council at its meeting held on 1st August 2024.

1. General

1.1. These Financial Regulations govern the financial management of the Town Council and may only be amended or varied by resolution of the Town Council. They are one of the Town Council's governing documents and shall be observed in conjunction with the Town Council's Standing Orders.

1.2. Town Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Town Councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the Town Council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*.
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Town Councils in

Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Town Council Town Clerks in Wales.

- 'Must' and **bold text** refer to a statutory obligation the Town Council cannot change.
- 'Shall' refers to a non-statutory instruction by the Town Council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Town Council. The Town Clerk has been appointed as RFO and these regulations apply accordingly. The RFO:

- acts under the policy direction of the Town Council;
- administers the Town Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Town Council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of Town Council resources; and
- produces financial management information as required by the Town Council.

1.6. The Town Council must not delegate any decision regarding:

- **setting the final budget or the precept (Town Council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls;**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the Town Council shall:

- **determine and regularly review the bank mandate for all Town Council bank accounts;**
- **authorise any grant or single commitment in excess of £5,000; and**
- **in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its Terms of Reference.**

2. Risk management and internal control

2.1. The Town Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Town Clerk/RFO shall prepare, for approval by the Town Council, a risk management policy covering all activities of the Town Council. This policy and consequential risk management arrangements shall be reviewed by the Town Council at least annually.

2.3. When considering any new activity, the Town Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the Town Council.

2.4. At least once a year, the Town Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, the Chairman of Policy and Finance Committee and RFO shall be appointed to verify bank reconciliations for all accounts produced by the Finance Officer (FO). The Chairman and RFO shall sign and date the reconciliations and the original

bank statements (or similar document) using the Town Council accounts approval system as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Town Council

2.7. Regular back-up copies shall be made of the records on any Town Council computer and stored either online or in a separate location from the computer. The Town Council shall put measures in place to ensure that the ability to access any Town Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the Town Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. The accounting records determined by the RFO must be sufficient to explain the Town Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the Town Council and the matters to which they relate;**
- **a record of the assets and liabilities of the Town Council.**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return (AGAR).

3.4. The RFO shall complete and certify the annual Accounting Statements of the Town Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Town Council, within the timescales required by the Accounts and Audit Regulations.

3.5. The Town Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.6. Any officer or member of the Town Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the Town Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Town Council considers necessary.

3.7. The internal auditor shall be appointed by the Town Council and shall carry out their work to evaluate the effectiveness of the Town Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The Town Council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the Town Council;
- reports to Town Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the Town Council.

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Town Council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any Town Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all Town Councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. Before setting a precept, the Town Council must calculate its Town Council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Town Council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of the Town Council. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following five financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full Town Council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the Town Council Policy and Finance Committee not later than the end of November each year.

- 4.6. The draft budget with any committee proposals and five-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy and Finance Committee and a recommendation made to the Town Council.
- 4.7. Having considered the proposed budget and five-year forecast, the Town Council shall determine its Town Council tax requirement by setting a budget. The Town Council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with Town Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Town Council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as

far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the Town Council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.

5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the Town Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £30,000 including VAT, the Town Clerk shall seek formal tenders from at least three suppliers agreed by the Town Council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. For contracts estimated to be over £30,000 including VAT, the Town Council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

5.8. For contracts greater than £3,000 excluding VAT the Town Clerk/RFO shall seek at least 3 fixed price quotes;

5.9. where the value is between £500 and £3,000 excluding VAT, the Town Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Town Clerk shall seek to achieve value for money.

5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items 5.12.1 to 5.12.4 below:

5.12.1 specialist services, such as legal professionals acting in disputes;

5.12.2 repairs to, or parts for, existing machinery or equipment;

5.12.3 works, goods or services that constitute an extension of an existing contract;

5.12.4 goods or services that are only available from one supplier or are sold at a fixed price.

¹ The Regulations require Town Councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Town Council. Avoidance of competition is not a valid reason.

5.14. The Town Council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Town Clerk/RFO, under delegated authority, for any items below £1,000 excluding VAT.
- The Town Clerk/RFO, in consultation with the Chairman of the Town Council or Chairman of the appropriate committee, for any items below £2,000 excluding VAT.
- A duly delegated committee of the Town Council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by Town Council and in accordance with any policy statement agreed by the Town Council.
- the Town Council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of Town Council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the Town Council or make any contract on behalf of the Town Council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Town Council or a duly delegated committee acting within its Terms of Reference, except in an emergency. In cases of serious risk to the delivery of Town Council services or to public safety on Town Council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk/RFO shall report such action to the Chairman as soon as possible and to the Town Council as soon as practicable thereafter.

5.18. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the Town Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.19. An official order shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.20. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The Town Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Town Council; banking arrangements shall not be delegated to a committee. The Town Council has resolved to bank with Barclays Bank. The arrangements shall be reviewed regularly for security and efficiency.
- 6.2. The Town Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the Town Council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Budget Line Manager and two Town Councillors before being certified by the FO. Where the certification of invoices is done as a batch, this shall include a statement by the FO that all invoices listed have been 'examined, verified and certified' by the FO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the Town Council unless the Town Council resolves to use a different payment method.
- 6.6. For each financial year the FO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Town Council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be approved via the accounting system by the RFO, FO and Chairman of the Policy and Finance Committee on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the Town Council for information only.
- 6.9. The Town Clerk/RFO and Finance Officer shall have delegated authority to authorise payments only in the following circumstances:
- 6.9.1 any payments of up to £500 excluding VAT, within an agreed budget.
 - 6.9.2 payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of Town Council services or to public safety on Town Council premises.
 - 6.9.3 any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled

meeting of the Town Council, where the Town Clerk/ RFO and Finance Officer certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Town Council.

6.9.4 Fund transfers within the Town Councils banking arrangements up to the sum of £150,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Town Council.

6.9.5 Arrange new variable direct debits from Barclays for regular expenditure up to a monthly cost of £500 + VAT and reporting to the Policy and Finance Committee at the next meeting.

6.10. The FO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the Town Council. The Town Council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person Chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO and FO shall be appointed as the Service Administrators. The bank mandate agreed by the Town Council shall identify a number of Town Councillors and officers who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

- 7.2. All authorised signatories shall have access to view the Town Council's bank accounts online.
- 7.3. No employee or Town Councillor shall disclose any PIN or password, relevant to the Town Council or its banking, to anyone not authorised in writing by the Town Council or a duly delegated committee.
- 7.4. The Finance Assistant shall set up all items due for payment online. A list of payments are approved via the Town Council approval system by the RFO, FO and Chairman of the Policy and Finance Committee. Copies of the relevant invoices are saved securely online and can be viewed if the authorised signatory has file permissions and available on request.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next Town Council meeting and appended to the minutes.
- 7.9. With the approval of the Town Council in each case (exception of 6.9.5), regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and

HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Town Council at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the Town Council provided that each payment is approved online by two authorised bank signatories, evidence is retained, and any payments are reported to the Town Council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Town Council at least every two years.

7.11. If thought appropriate by the Town Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are approved online by two signatories, evidence of this is retained and any payments are reported to Town Council when made. The approval of the use of a banker's standing order shall be reviewed by the Town Council at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the FO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every regularly.

7.13. Members and officers shall ensure that any computer used for the Town Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities. other than secure password stores requiring separate identity verification, should not be used on any computer used for Town Council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with accordance with a resolution or delegated decision shall be signed by two members who have banking mandate authorisation.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a Town Council meeting. Any signatures obtained away from Town Council meetings shall be reported to the Policy and Finance Committee at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk/RFO and officers and the RFO and FO will also be restricted to a single transaction maximum value of £500 unless authorised by Town Council or Policy and Finance Committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Town Council. Transactions and purchases made will be reported to the Town Council and authority for topping-up shall be at the discretion of the Town Council.

9.3. Any corporate credit card or trade card account opened by the Town Council will be specifically restricted to use by the Town Clerk/RFO, FO, FA and Budget Line Manger and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

10.1. All cash received must be banked intact. Any payments made in cash by the Town Clerk/ RFO or officers (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. The FO shall maintain a petty cash imprest account of £215 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

10.1.1 Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

10.1.2 Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

10.1.3 Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. As an employer, the Town Council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Town Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the Town Council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee and recommending to the Town Council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Personnel Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the Town Council, setting out a clear business case. Termination payments shall only be authorised by the full Town Council.

11.8. Before employing interim staff, the Town Council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Town Council and recorded in the minutes. All borrowing shall be in the name of the Town Council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full Town Council, following a written report on the value for money of the proposed transaction.

12.3. The Town Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Town Council at least annually.

12.4. All investment of money under the control of the Town Council shall be in the name of the Town Council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the Town Council shall be the responsibility of and under the supervision of the RFO.

13.2. The Town Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk. The RFO shall be responsible for the collection of all amounts due to the Town Council.

13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the Town Council by the RFO and shall be written off in the year. The Town Council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the Town Council shall be deposited intact with the Town Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the Town Council.

13.6. The RFO shall ensure that VAT is correctly recorded in the Town Council's accounting software and that any VAT Return required is submitted form the

software by the due date. Any repayment claim under section 33 of the VAT Act 1994 shall be made and at least annually at the end of the financial year.

13.7. Where significant sums of cash are regularly received by the Town Council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Town Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Town Council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the Town Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The FO in conjunction with Line Managers shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Town Clerk/RFO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Town Council.
- 16.2. The RFO and FO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Town Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Town Council, together with any other consents required by law. In each case a written report shall be provided to Town Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Town Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to Town Council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the Town Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Town Council's review of risk management.

17.2. Line Managers shall give prompt notification to the FO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Town Council at the next

available meeting. The Town Clerk/ RFO shall negotiate all claims on the Town Council's behalf.

17.4. All appropriate members and employees of the Town Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Town Council, or duly delegated committee.

18. Charities

18.1. Where the Town Council is sole managing trustee of a charitable body the Town Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk/RFO, FO and Senior Policy and Data Compliance Monitoring Officer shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The Town Council shall review these Financial Regulations annually and following any change of Town Clerk or RFO. The Town Clerk/RFO shall make arrangements with the FO and Senior Policy and Data Compliance Monitoring Officer to monitor changes in legislation or proper practices and advise the Town Council of any need to amend these Financial Regulations.

19.2. The Town Council may, by resolution duly notified prior to the relevant meeting of Town Council, suspend any part of these Financial Regulations,

provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members.

Suspension does not disapply any legislation or permit the Town Council to act unlawfully.

19.3. The Town Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

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Appendix 1 - Tender process

1. Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Town Council.
3. Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Town Council.
4. Where an electronic tendering process is used, the Town Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5. Any invitation to tender issued under this regulation shall be subject to Standing Order 19.4 and shall refer to the terms of the Bribery Act 2010.
6. Where the Town Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Town Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Awarding the Honorary Freedom of Saltash

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash
Town Council to be followed by both Council
Members and Employees.

Current Document Status			
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Version History					
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07.2024	2024	AJT	FTC		

			01.08.2024		
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Document Retention Period

Until superseded

Awarding the Honorary Freedom of Saltash

1. Introduction

The Honorary Freedom of the Town of Saltash is an award made at the discretion of the Town Council. This is the highest honour that the Town Council can bestow and will be awarded only on rare and exceptional occasions and in accordance with legislation¹.

2. The Award

The award confers no special privileges or automatic entitlement to participate in the proceedings of council meetings or civic events. The award is for the lifetime of the individual and is not hereditary. It cannot be awarded posthumously.

The Honorary Freeman/Freewoman will have their name added to the roll of honour board in the Council Chamber. An engraved medallion and illuminated scroll will be presented.

The Honorary Freeman/Freewoman may be invited to participate in Civic Events and Civic Parades at the invitation of the current Mayor (the Chairman of the Town Council).

The maximum number of Honorary Freeman/Freewomen at any one time is not restricted.

The Town Council reserves the right to withdraw by resolution of the Town Council the Honour where the actions of a recipient are deemed to bring the award into disrepute.

The award will be promoted annually at a time determined by the Town Clerk with nominations normally received once a year although other circumstances may be considered. Nominations will not be considered until at least 28 days have elapsed following promotion of the award.

¹ See Appendix 1

3. Who can make a nomination?

Nominations may be made by anyone living within the town electoral boundaries and are on the electoral roll. They should refer to this policy and/or seek guidance from the administration team at the Guildhall.

4. Eligibility

4.1 Individuals from all walks of life and all sections of the community who have made a significant contribution to community life in Saltash are eligible to be nominated as Honorary Freeman/Freewoman.

4.2 In keeping with the exceptional nature of the award it shall be strictly limited to those who have made a very significant contribution to the community of Saltash or a significant national contribution relative to the Town and who have demonstrated 'service above self'.

4.3 It would be expected that the nominee will have given extensive and distinguished service to the community that goes beyond local government i.e. service to other organizations, voluntary and community groups, in a largely voluntary capacity.

4.4 The nominee must have made such an outstanding contribution to the Town to make their contribution stand above that made by other people and normally involve one or more of the following factors:

- A significant allocation of the person's time in serving members of the community for the improvement of their wellbeing.
- The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.

4.5 If the nomination is for service as a former Member of the Town Council, they should have served at least three terms of office (12 years) although these do not have to be consecutive.

4.6 Nominations will not be accepted for current serving members of the Town Council. A suitable qualifying period of at least one month must have elapsed since vacating their role as a Councillor before a nomination is accepted.

4.7 Officers of the Town Council and serving Cornwall Councillors are not eligible for nomination.

5. Nomination criteria

The following should be taken into account when consideration is given to granting the honour of Honorary Freeman/Freewoman of Saltash.

- 5.1 Preference should be given to a person who performs in a voluntary capacity but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
- 5.2 The contribution to the welfare of the community must involve a significant contribution of the person's time in serving members of the community for the improvement of their welfare or the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made.

The contribution must be so outstanding that it can be seen to stand above the contributions of most other people.

6. Nomination procedure

- 6.1 Nominations should be made in confidence without the knowledge of the nominee as it would be unfair to raise expectations in case they are not met.

Nominations should be in writing on the form attached (Appendix 3) and sent to the Town Clerk.
- 6.2 The Town Clerk will acknowledge receipt of the nomination(s) but no further correspondence will be entered into. The Chairman of the Town Council will be informed of the nomination(s).
- 6.3 The Chairman of the Town Council will call a meeting of the Panel² to review the nomination(s).

² See Appendix 2

7. Consideration of nominations

A panel consisting of the Chairman of the Town Council, the Vice Chairman of the Town Council and the Chairman of the Policy and Finance Committee have delegated authority from the Town Council to scrutinise all nominations received against the award criteria. They will only put forward those nominations to the Town Council that they consider fully meet the required criteria.

The procedure for consideration of nominations is:

- 7.1 The Panel will consider whether the nomination(s) meet the criteria required. They may request further information in support of the nomination either by asking the Town Clerk to contact the proposer or making their own discreet enquiries. They may choose to hold a further meeting to consider further evidence.
- 7.2 On conclusion of the assessment, the Chairman of the Town Council will call an Extraordinary Meeting of the Town Council on a date and time arranged in consultation with the Town Clerk. The agenda item will be 'To receive a report on nominations for Honorary Freeman/Freewoman and consider any actions and associated expenditure.'
- 7.3 The Extraordinary Meeting will receive and consider in confidential session a report from the Panel on the nominations that fully meet the required criteria for the award. The motion to make the award(s) should be approved by no less than two thirds of Councillors present and voting. The decision of the Town Council is final.
- 7.4 Where a resolution is passed to award the Honorary Freedom of the Town, the Town Clerk will contact the nominee(s) in writing informing them of the honour, what it confers and asking if they wish to accept.
- 7.5 Only when the honour has been accepted in writing will press and social media releases be issued confirming the award has been made, the name of the recipient, and why the award has been conferred.

8. Presentation

The presentation of the award will be in line with the wishes of the recipient subject to approval by the Policy and Finance Committee of expenditure from the Civic Occasions budget.

Appendix 1

Legislation

The Local Government Act 1972 (as amended by the Local Democracy, economic Development and Construction Act 2009) Section 249 (5) - (10) enables all local councils to confer honorary titles, namely “honorary freeman” or “honorary freewoman” to:

- a. Persons of distinction, and
- b. Persons who have, in the opinion of the authority, rendered eminent services to that place or area.³

Section 249 (7) (as amended) states that the power in subsection (5) is exercisable by resolution of the relevant authority.

Section 249 (8) (as amended) states that the resolution under subsection (7) must be passed:

- a. At a meeting which is specially convened for the purpose and where notice of the object of the meeting has been given; and
- b. By not less than two thirds of the members of the relevant authority who vote on it.

Section 249 (9) (as amended) states that:

“A relevant authority may spend such reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom the authority has conferred the titled of honorary freeman or honorary freewoman under subsection (5).”

³ Local Government Act 1972 (as amended) s.249 (5)

Appendix 2 - Procedure

Process	Action	Notes
Promotion and application process starts	Town Clerk to action	
Nomination(s) received	<p>Town Clerk acknowledges OR requests resubmission on nomination form.</p> <p>No earlier than 28 days following promotion the Town Clerk advises the Chairman of the Town Council who calls meeting of panel to consider nominations.</p>	<p>Panel comprises Chairman and Vice Chairman of the Town Council, and Chairman of P&F.</p> <p>Where a panel Member is nominating or actively involved in the nomination, they cannot sit on the panel. The Vice Chairman of P&F will substitute.</p>
The Panel meets to consider whether the nomination meets the criteria for the award.	The Panel may request more information in support of a nomination – to be received by a given date. (Town Clerk to action.)	If a Councillor is sponsoring the nomination they should be asked for the information. The Panel may make discreet enquiries.

<p>The Panel does not make a decision on conferring the award.</p>	<p>If more information is requested a further meeting of panel will be called to consider.</p>	
<p>The Panel concludes assessment</p>	<p>The Chairman of the Town Council asks the Town Clerk to call an Extraordinary Meeting of the Town Council.</p>	<p>'To receive a report on nominations for Honorary Freeman/Freewoman and consider any actions and associated expenditure.'</p>
<p>At the Extraordinary Meeting called to consider nomination(s) for the award.</p>	<p>The Chairman of the Panel briefs Councillors on the criteria for the award and reports the assessment of the panel on the nomination(s) received considered to fully meet the criteria.</p> <p>Where a Councillor is sponsoring or has made the nomination they may answer questions and provide background evidence in support.</p>	<p>The debate and vote take place in Confidential Part II</p>

	<p>Each nomination will require a Proposer and a Seconder.</p> <p>For the award to be made a resolution must be passed by not less than two thirds of Councillors present and voting.</p>	
<p>Following the Extraordinary Meeting</p>	<p>Where the award is made – Town Clerk to contact nominee in writing asking if they wish to accept the award and what it confers.</p>	<p>Where the nominee accepts the award a press release is issued and arrangements put in place, in line with the wishes of the nominee, for the presentation of the scroll and medallion.</p>

Appendix 3

Saltash Town Council

Nomination for the award of Honorary Freeman of Saltash

The Honorary Freedom of Saltash is a rare and exceptional award made at the discretion of the Town Council and conferment will be strictly limited to those who have made a very significant contribution to the Town.

The honorary title confers no special privileges or automatic entitlement to participate in the proceedings of council meetings or civic events.

The proposer is advised to read the policy document Awarding the Honorary Freedom of Saltash before completing this form to ensure their nominee meets the award criteria. Advice may be sought from the administration team at the Guildhall:

Email: enquiries@saltash.gov.uk

Telephone: 01752 844846

Confidentiality:

The information contained in this nomination form is strictly confidential and will not be communicated to any person other than those involved in the administration of the awards.

The nominee should not be told that they have been nominated, as it is not fair to raise their expectations.

Acknowledgement and progress of nominations:

We will acknowledge receipt of your nomination but regret that we will be unable to enter into any further correspondence unless more information in support of the nomination is required.

Your personal information

Please refer to the [Privacy Notice](#) to understand how we process your personal data.

About the person you wish to nominate

Full name of person being nominated:

Their address (including full postcode)

Why are you nominating this person?

Please tell us why you think that this person should receive this exceptional award by giving as much detail as possible in 500 words or less.

When completing this section please note that Section 249 (5) - (10) of the Local Government Act 1972 as amended gives the Town Council the power to confer the award on:

- A person of distinction and/or
- A person who has, in the opinion of the Town Council, 'rendered eminent services to the Town'.

Please provide evidence of how the nominee fits into one or both of these categories. If the activities that the nominee is being recommended for are as part of an organisation or charity, please provide the name.

Your name

Your address

Your email address

Contact telephone number

What is your connection to the nominee?

I confirm that to the best of my knowledge the information I have provided is accurate.

Signature: _____

Date: _____

Please send the completed form to:

The Town Clerk

The Guildhall

12 Lower Fore Street

Saltash

PL12 6JX

or by email to: sinead.burrows@saltash.gov.uk

Appendix 4

THE HONORARY FREEDOM OF THE TOWN OF SALTASH

The Honorary Freedom of the Town of Saltash is an award made at the sole discretion of the Town Council. This is the highest honour that the Town Council can bestow and will be awarded only on rare and exceptional occasions and in accordance with legislation.

While the award is made infrequently, nominations may be submitted by anyone living within the electoral boundaries of the Town. Nominees should have made a very significant contribution to the community life of the Town, normally over a prolonged period and largely in a voluntary capacity.

For more information, please read the Town Council Policy 'Awarding the Honorary Freedom of Saltash' (available on the Town Council website) or request a copy from the Guildhall. Advice may be obtained either by contacting one of your local Town Council Members or the administration team at the Guildhall.

If you wish to make a nomination, please use the nomination form which can be obtained from the website or on request from the Guildhall.

Nominations should be sent to:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX or by e-mail to sinead.burrows@saltash.gov.uk

Appendix 5

Press release

PRESS RELEASE FROM SALTASH TOWN COUNCIL

At an Extraordinary Meeting of Saltash Town Council held on <insert date> it was resolved to award the status of Honorary Freeman of the Town to <insert name> in recognition of <insert reason>.

Formal presentation of the award will take place at a later date.

Civic Awards

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
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Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
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05.2022	2/2022	AJT	ATM 05.05.2022	54/22/23e(ii)	Readopted
06.2022	3/2022 DRAFT	AJT	P&F 28.09.2022	82/22/23b	Revisions proposed by Cllr P Samuels on behalf of Rotary Club of Saltash. Draft rejected P&F 09/22
10.2022	04/2022	AJT	FTC 01.12.2022	280/22/23b	Revised Awards format.
05.2023	2023	AJT	ATM 04.05.2023	65/23/24g(ii)	Readopted

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03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Rec from P&F. Approved.
04.2024	2024	AJT	P&F 14.05.2024	47/24/25d	Updated following review. Recommended to FTC.
07.2024	2024	AJT	FTC 01.08.2024		

Document Retention Period

Until superseded

Civic Awards Policy

Introduction

Saltash Town Council recognises the significant contribution made by people active in different sectors of the community in an unpaid, voluntary capacity. An awards ceremony is held annually and nominations are invited for a number of different categories that the awards panel will consider.

The Award Categories

Contribution to the Community

This award recognises individuals or community and voluntary groups based in Saltash who have made a positive contribution to the local community. People who make an outstanding effort to bring the community together, improve the town of Saltash either environmentally or aesthetically, or those who go out of their way to help others, in their own time.

Youth Achievement

Awarded to an individual aged 18 or under who has made a significant, positive contribution to the town, demonstrating exceptional community spirit or for excellence in areas not normally recognised. This may be acts of bravery, kindness, caring for others or improving their community.

Lifetime Achievement

Recognising exceptional and continued commitment to the life of the community of Saltash over a considerable period of time. The award recognises a real commitment to others in the community, going over and above what would ordinarily be expected, through volunteering, community work, helping neighbours or carrying out exceptional deeds spanning a lifetime.

(Previous recipients of this award cannot receive any further nominations in this category as it is a 'once only' award.)

Youth Group Leader Award

Presented in recognition of inspirational and committed volunteer youth group leadership in the town.

Sporting Achievement Award

Recognising the achievement of a team or an individual, participating in, organising or contributing to local sports. The award may celebrate a sporting performance at local, national or international level or those who give their time working behind the scenes at local sports clubs or groups.

Cultural Contribution Award

Recognising significant contribution to the cultural life of the town by an individual or group of people.

Best Performance

Selected and awarded by the Mayor alone for the group that has best entertained them during their Civic Year.

Mayor's Award

A discretionary award that may be made by the Mayor (the Chairman of the Town Council) to recognise exceptional achievement in any field.

Note: The awarding of each of the Civic Awards is at the discretion of the Awards Panel, therefore each of the award categories might not be allocated a winner every year, or multiple awards of the same category could be awarded.

How to make a nomination

- Nominations will only be accepted on the Civic Award Nomination Form. Completed forms must be received by 5pm on the closing date advertised. This form is available to download online or a blank form is available from The Guildhall during office hours. Please complete electronically where possible.
- Self-nomination is not permitted.
- A separate form must be completed for each nomination.
- Nominees should be active within the town boundary and the nomination be in respect of recent activity in the area they are nominated for.
- Nominations for previous award winners will not be considered for the same award for a period of four years.

- Nominations for the Lifetime Achievement Award will not be considered if the nominee has previously received this award.
- Freemen of the Town, Town Councillors, Officers of the Town Council and Cornwall Councillors are ineligible for nomination for Civic Awards.

The Awards Panel

The awards panel comprises:

- The Chairman of the Town Council
- The Vice Chairman of the Town Council
- The longest serving Member of the Town Council¹
- The Freemen of the Town²

Following the deadline date, the Awards Panel will meet to consider the nominations and select the award winners.

Announcement and presentation of Awards

The awards will be announced and presented at a date to be arranged. Nominees, their nominators and guests will be invited to attend the presentations (subject to venue capacity).

¹ Where the longest serving Member of the Council is the Chairman/Vice Chairman, the next longest serving Member of the Council will be invited to attend.

² Available and able to attend on the date offered.

Appendix 1 – Civic Awards Nomination Form

Saltash Town Council

Civic Awards Nomination Form

Category of Civic Award nominated for (please tick one only)

<input type="checkbox"/>	Contribution to the Community
<input type="checkbox"/>	Youth Achievement
<input type="checkbox"/>	Lifetime Achievement
<input type="checkbox"/>	Youth Group Leader
<input type="checkbox"/>	Sporting Achievement
<input type="checkbox"/>	Cultural Contribution

I nominate the following person/organisation for a Civic Award:

Surname	
Forename	
Title	
Name of Organisation	
Address	

Postcode	
Contact telephone number	
Contact email address	

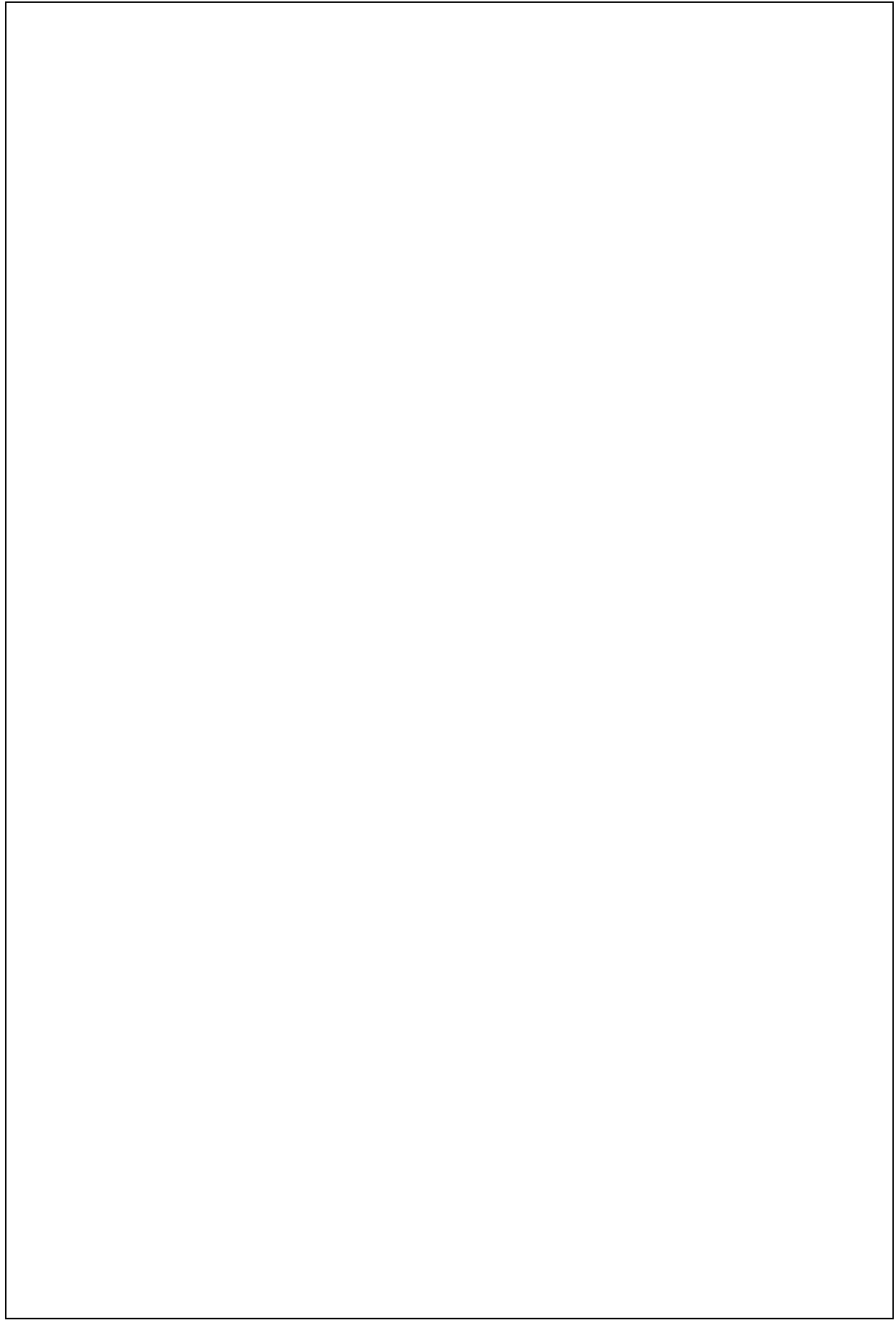
Is the nominee under 18 years of age?	YES/NO (delete as applicable)
--	--------------------------------------

NOTE:

1. If you are nominating someone under the age of 18 please confirm that their parent/guardian is aware of the nomination and have given permission for their details to be shared.
2. Contact details for nominees must be included for the nomination to be considered. Saltash Town Council is unable to accept nominations without these details.

This section is for you to provide details of how the nominee has made a significant contribution to qualify for the nominated category and how their achievements make them stand out.

Please state in no more than 250 words why the nominee should win a Civic Award.



Details of the person making the nomination:

Surname	
Forename	
Title	
Address	
Post code	
Telephone number	
Email address	
Relationship to nominee	
Where a nominee is under the age of 18 I have informed their parent/guardian of the nomination. (Please tick box to confirm.) <input type="checkbox"/>	
I confirm that to the best of my knowledge the information I have provided is accurate.	
Signed	
Date	

Please return this form by 5pm on the closing date advertised to:

The Town Clerk
Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash PL12 6JX

Or by email to: mayors-secretary@saltash.gov.uk

Please note:

Nominations will be acknowledged but no further correspondence will be entered into unless further supporting information is required.

Saltash Town Council will disclose the names of each winner, the reason for their nomination and the award category to the press and other media.

The decision of the Awards Panel is final.

Your privacy:

Saltash Town Council collects this information for the sole purpose of evaluating the nominations for the Civic Awards.

Your data will only be shared for the purposes of administration with the Officers and Members of the Awards Panel.

Nomination forms will be retained for a period of four years.

A copy of the Privacy Notice may be viewed at the Guildhall or on the Town Council website.

For office use only:

Date received:	
Date acknowledged:	
Date to be destroyed:	

Appendix 2 – Internal Procedure

Officer supporting the Civic Awards process: Mayor's Secretary

Advertising the awards and nomination process

Two months before the awards ceremony:

Media release (Appendix 3).

Promote on TC social media/website/noticeboards with weekly refresh on social media.

Receiving nominations

Only nominations on official forms including contact details for the nominees accepted.

All nominations acknowledged in writing but no correspondence entered into unless further supporting information is required.

The nominations are checked for eligibility.

Selection process

The Mayor's Secretary sets a date for the Awards Panel to meet in the Guildhall and notifies members. Members of the Awards Panel may declare a personal interest if they wish to do so.

Selection packs comprise:

- Copies of nomination forms
- Score sheet

All Members of the Awards Panel have an equal vote. In the event of a tie, the Chairman of the Town Council has a casting vote.

Following the Awards Panel Meeting:

Recall trophies, check and clean.

Certificates printed and signed by the Mayor (the Chairman of the Town Council).

Invitations sent to the nominees, the nominators and guests (subject to venue capacity).

Presentation Ceremony

The Mayor presents the awards annually.

Administration:

The recipient must sign for trophies on the day.

Recipients of awards should be asked for written permission for photographs taken by and on behalf of STC to be used on the STC media sites and in media releases.

Appendix 3 – Media Release – Civic Awards

Saltash Town Council Civic Awards

Nominations are invited for the annual Civic Awards to be presented by the Mayor at <insert date/event>.

Nominations should be for individuals or a group of people who undertake the role(s) in a voluntary, unpaid capacity.

The Award Categories

Contribution to the Community

This award recognises individuals or community and voluntary groups based in Saltash who have made a positive contribution to the local community. People who make an outstanding effort to bring the community together, improve the town of Saltash either environmentally or aesthetically, or those who go out of their way to help others, in their own time.

Youth Achievement

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Sporting Achievement

Recognising the achievement of a team or an individual, participating in, organising or contributing to local sports. The award may celebrate a sporting performance at local, national or international level or those who give their time working behind the scenes at local sports clubs or groups.

Cultural Contribution

Recognising significant contribution to the cultural life of the town by an individual or group of people.

Note: The awarding of each of the Civic Awards is at the discretion of the Awards Panel, therefore each of the award categories might not be allocated a winner every year, or multiple awards of the same category could be awarded.

Nominations must be made using the official nomination form available from the STC website or from The Guildhall and received by 5pm on <insert date>.

Nominations should be sent to:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX

or

by e-mail to mayors-secretary@saltash.gov.uk

Grants Policy

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash Town Council to be followed by both Councillors and Employees.

Current Document Status			
Version	2024/25	Approved by	ATM
Date	02.05.2024	Responsible Officer	AJT
Minute no.	64/24/25c(7)	Next review date	Annual or as required

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04/2021	1	AJT	ATM 20.05.2021	46/21/22c(vi)	Review for reapproval – new Town Council.
05/2022	1/2022	AJT	ATM 05.05.2021	54/22/23b(ix)	Reapproved.
08/2022	2/2022	AJT	FTC 06.10.2022	217/22/23c	Updated following review (P&F 09/2022).
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(viii)	Readopted.
02/2024	2024	AJT	FTC 01.02.2024	339/23/24	Uplift to FF funding limit.
02/2024	2/2024 DRAFT	AJT	P&F 27.02.2024	156/23/24c(10)	Reference to support for external grant applications. Recommendation to FTC 03.2024

03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved
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06.2024	2024.1 DRAFT	AJT	P&F 09.07.2024	47/24/25e	Minor text amendments pages 8, 27 Recommendation to FTC.
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Contents

Grants Policy	5
1. Policy/Procedure Background	5
2. Policy Statement	5
3. Application principles	5
4. Application process	7
5. Types of grant and funding limits	10
6. Normal Eligibility Criteria	11
7. Applications that will not be eligible	12
8. Guidelines for Grant Applications and Further Information	13
9. Banking Arrangements.....	15
10. Chairman Refusal	15
11. Automatic Refusal	16
12. Appeals Procedure.....	16
13. Requests for References to support external grant applications	17
Appendix 1	18
Appendix 2	29
Appendix 3	31

Grants Policy

1. Policy/Procedure Background

This document sets out a clear and structured procedure for grant applications being submitted to Saltash Town Council.

This procedure is prepared in accordance with the Town Council's policy on grants in paragraph 2.

Saltash Town Council is committed to support a range of causes each year within a limited budget. It is therefore imperative that the Town Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.

Applications will be considered providing sufficient funds remain in the budget and the criteria in the policy are met in full.

2. Policy Statement

A grant or subsidy is any payment made by Saltash Town Council to be used by an organisation in the furtherance of the well-being of the community, either generally, or for a specific purpose and which is not directly controlled or administered by Saltash Town Council. The purpose of any grant or subsidy given by Saltash Town Council is to support initiatives in the local community and to help create opportunities for the residents of Saltash that are not, as a matter of course, funded by Saltash Town Council or Cornwall Council.

3. Application principles

3.1. Applications must be fully completed and assessed against a set of criteria laid down by members of Saltash Town Council.

3.2. If an application is refused by the Committee, then an appeal procedure can be implemented under certain circumstances and within a set deadline.

3.3. If an application is:

3.3.1. not called in by a relevant number of Town Councillors;

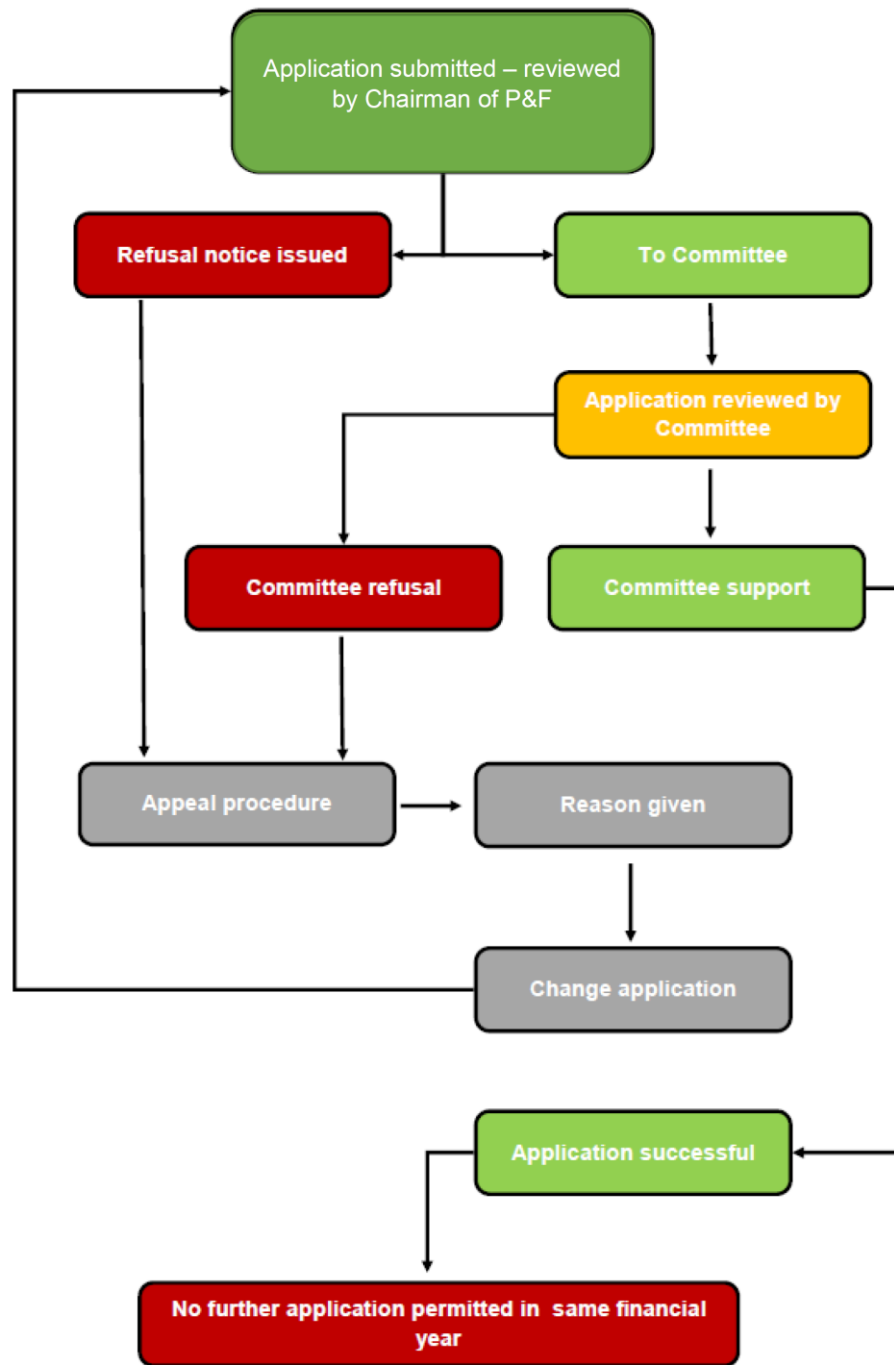
3.3.2. is refused on appeal;

3.3.3. is not appealed within the deadline set or

3.3.4. has been turned down by members at a previous Committee meeting;

3.3.4.1. then a new request/re-application or a request of a similar nature will automatically be turned down for a period of not less than 12 months' time from the date the previous application was turned down without the ability to appeal.

4. Application process



Application Submitted

Applications should be made using the Grant application form (Appendix 1). Applicants should ensure that all relevant documents are included or there may be a delay to the application being considered. It is the responsibility of the applicant to ensure that the application is submitted a minimum of six weeks before the meeting of the Policy and Finance Committee. (The calendar of meetings can be found on the Town Council website.)

Acknowledgement of the Grant

All successful applicants must, on all publicity material for the relevant festival or project, (including posters, banners, programmes, press releases or on social media) fully acknowledge the support of the Town Council, using the following wording:

‘Funded by Saltash Town Council’s Festival Fund’

Or

‘Funded by Saltash Town Council’s Community Chest’

as appropriate.

The modern version of the Town Council logo should be used alongside the above wording, this will be given to you by a staff member of the admin team. The size and prominence of the logo and wording should reflect the relative value of the grant given against other funders, donators or sponsors.

Press releases must use the wording, but the logo can be omitted.

Additional conditions may be required as deemed appropriate by the Policy and Finance Committee.

Application reviewed by Chairman of Policy and Finance Committee¹

The application will be reviewed by the Chairman of Policy and Finance Committee against the eligibility criteria (listed in this document) and will either notify the applicant of refusal with details of the appeal procedure or submit it to the next available meeting of the Policy and Finance Committee.

¹ If the Chairman is unavailable, the Vice Chairman will undertake all roles outlined in this document

Chairman of Policy and Finance Committee Refusal

When an application is refused by the Chairman of Policy and Finance Committee the applicant will be notified immediately and given 30 days to appeal. Members of the Policy and Finance Committee will also be notified who may choose to call in the application themselves.

Appeal procedure

Following notification of refusal, applicants have 30 days to appeal in writing. Within this period a member of the Policy and Finance Committee may request that the application is called in.

No appeal or appeal refused

Appeals will be considered by the Chairman of the Policy and Finance Committee. Where no appeal is received this will be noted on the application form.

Successful appeal or call in

Where an appeal is successful, or a member of the committee has called the application in, it will be submitted to the next available meeting of the Policy and Finance Committee.

Restrictions on re-applications

Applications that have been refused by the Chairman of the Policy and Finance Committee, the Policy and Finance Committee or that have not been appealed after 30 days will be closed. Applicants may not apply for a grant for the same or similar scheme until 12 months from the date of closure.

Chairman of the Policy and Finance Committee Support

Where the Committee Chairman considers the application is valid and meets required criteria the application will be placed on the agenda for the next Policy and Finance meeting.

Application submitted to committee

The Policy and Finance Committee will consider applications at the next available meeting. The applicants will be invited to attend the meeting to answer questions and will be given at least five working days' notice. If an applicant is unable to attend the Committee Chairman may defer the application to a future meeting.

Application successful

Successful applicants will be advised in writing and given two months to apply for funding to be released. Any conditions placed on the funding will have to be met before funds are released. If the applicant wishes to extend this period, the request should be put in writing and this will be passed to the Committee Chairman for a decision.

Application refused

If an application has been heard by the Policy and Finance Committee and been refused, the applicant cannot reapply or submit a further grant request for the same or a similar project for a period of 12 months. Any application received will be automatically rejected without appeal or the option for a member to call in the application.

5. Types of grant and funding limits

Saltash Town Council has two separate funds available to the local community. To enable as many organisations as possible to benefit from the grants, there will only be one grant per organisation permitted in any financial year.

The Community Chest supports small scale community projects intended to improve the town environment to strengthen the community or the common economy of the town.

The Festivals Fund supports larger events that are free, 6 to 7-hour long events likely to attract several thousand people. Other festivals may be considered

Both funds have a cap on the amount which can be awarded:

The Community Chest grant will not exceed £1000.

The Festivals Fund grant will not exceed £2500 per day up to a maximum of two days per event.

6. Normal Eligibility Criteria

This section outlines the criteria which organisations are required to fulfil to qualify for grants.

6.1. Mandatory requirements. All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application.

6.1.2. Copies of the most recent bank statements must be provided.

6.1.3. Public Liability Insurance Certificates are required for any events or projects.

6.1.4. If staff will be involved Employee Liability Insurance Certificates are required.

6.1.5. Buildings Insurance will be required if an application relates to funding towards this purpose.

6.1.6. Full contact details for the applicant as well as any registered address for the organisation should be supplied.

6.1.7. A copy of the constitution for the organisation should be included.

6.1.8. Applicants may be required to attend a meeting to answer questions on the application or make a presentation.

6.1.9. Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.

6.1.10. All successful applicants will be required to provide receipts and supporting documents after the event and return to the Town Council any unused grant awarded.

6.2. Key Priority Areas

6.2.1. Grants may be given for projects that fit into one or more of the following areas:

6.3. The promotion of tourism and leisure for both residents and visitors to the area with a community focus.

- 6.4. Supporting local safety campaigns.
- 6.5. Benefit health and wellbeing.
- 6.6. Promote pride in the community.
- 6.7. Highlight important local issues/history/culture to local residents and students.
- 6.8. Promote a sports -related initiative or event.
- 6.9. Increases visitors to Saltash and improves the local economy.
- 6.10. Promotes environmental issues which improve the local area.
- 6.11. Takes into account local residents when organising events.
- 6.12. Takes the environment and waste management into consideration.

7. Applications that will not be eligible

The Town Council will not consider applications for or from the following except in exceptional circumstances:

- 7.1. Statutory services.
- 7.2. Expeditions or trips.
- 7.3. Replacement for statutory funding.
- 7.4. Bursaries or scholarships.
- 7.5. Projects outside of Saltash.
- 7.6. Individuals.
- 7.7. Hospitality.
- 7.8. National Charities.
- 7.9. Salaries or routine administration costs.
- 7.10. "Upward funders"- local groups who send fundraising to central headquarters for redistribution.
- 7.11. Private organisations operating as a business to generate a profit or surplus.
- 7.12. Projects with party political links.
- 7.13. Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- 7.14. Projects which discriminate on any grounds.
- 7.15. Projects which do not benefit the Saltash community at large.
- 7.16. "Branches" that could be funded by the main organisation.
- 7.17. Buildings that are uninsured.

7.18. A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.

7.19. Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.

7.20. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

8. Guidelines for Grant Applications and Further Information

8.1. If an organisation (or a subgroup of the same organisation) is successful in obtaining a grant in one financial year, it is unlikely it will receive another grant in the same financial year.

8.2. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Saltash. All applications must clearly demonstrate how this will be achieved.

8.3. Local suppliers should be used where possible.

8.4. Application forms are available from the Guildhall or from the Town Council website. Application forms must be submitted along with the latest set of the group’s accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission.

8.5. Applications cannot be made retrospectively. Please allow three months before funds are required.

8.6. The scheme provides start-up funding for new community groups as well as grants for existing organisations. Applications will not be considered for day-to-day running expenses.

8.7. Saltash Town Council will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.

8.8. Schools will only be grant aided for environmental purposes or if, in the opinion of Saltash Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.

- 8.9. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish. The project must also be in addition to statutory services.
- 8.10. Grants will not be available for buildings owned by Cornwall Council.
- 8.11. Grant applications will be considered against the following criteria:
- 8.11.1. meeting the priorities as set out above
 - 8.11.2. meeting an identified need
 - 8.11.3. viability of the project
 - 8.11.4. the majority of those benefiting our residents of the town
- 8.12. A grant must only be used for the purpose for which it was awarded. Written approval must be obtained from the Town Council in advance for a change in use of grant money.
- 8.13. Saltash Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- 8.14. **Grants will not be awarded retrospectively.**
- 8.15. Any underspent portion of the grant must be returned to Saltash Town Council within six months of the award or the completion of the project, whichever is sooner.
- 8.16. Where equipment has been purchased using grant funding and is going to be disposed of the Town Council should be given the opportunity to have the items returned to them so that they may be offered to other eligible organisations.
- 8.17. Administration of and accounting for the grant is the responsibility of the recipient.
- 8.18. The Town Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fundraising activities.
- 8.19. In the case of the grant awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved

will only be available to the organisation when all other funding is in place/secured subject to a time limit of 12 months from date of approval. After this 12-month period the applicant should submit in writing a full update, reasons for the delay and a request to extend the period of the grant.

Requests will be considered by the Policy and Finance Committee following a review by the Chairman.

8.20. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.

8.21. The amount of any grant awarded is at the discretion of the Policy and Finance Committee.

8.22. All awards are made subject to any additional conditions and requirements as deemed appropriate by the Policy and Finance Committee.

8.23. The Town Council reserves the right to refuse any application considered inappropriate or not meeting the objectives of the Town Council.

8.24. The organisation awarded a grant must publicise the support of the Town Council.

8.25. All successful projects will be used as evidence by the Town Council when promoting the Community Chest and Festival Fund award schemes.

9. Banking Arrangements

Organisations should have a bank account in the name of the organisation. If your organisation does not have a bank account, please contact the Administration team for advice before applying.

10. Chairman Refusal

This section provides details of possible reasons for the Chairman of the Policy and Finance Committee refusing an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

10.1. Application does not meet the eligibility criteria.

10.2. Application is not complete.

- 10.3. Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant.
- 10.4. Standard mandatory requirements are not in place/being met.
- 10.5. Does not fit in with the Key Priorities of the Town Council.
- 10.6. Similar applications have been rejected.
- 10.7. Following an established precedent.
- 10.8. Such an application would set an unfair or unsustainable precedent for future applications of a similar nature.
- 10.9. The project is considered too high risk for public funds to be contributed to it.
- 10.10. The business case is considered flawed or unsustainable (if appropriate).
- 10.11. The Town Council does not hold any more funding for grants and there are no suitable reserves that could be utilised.
- 10.12. Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard the Town Council and the local public funds.
- 10.13. If an application has been submitted in the last 12 months it will be refused.

11. Automatic Refusal

An application will automatically be refused with no appeal rights if it is an application for the same or is similar to a previously refused application.

12. Appeals Procedure

- 12.1. The Appeals Procedure is only available to applicants at the initial stages of the process whereby an Officer has issued an "Chairman Refusal Notice". The applicant has 30 days from the date of the "Chairman Refusal Notice" to apply for an appeal to the decision, irrespective of when the applicant receives the Notice (which may be via email or in the post).
- 12.2. To appeal, the applicant needs to do any of the following:
- 12.3. answer and justify any observations made to the satisfaction of the Chairman;
- 12.4. provide information which is required by the Chairman ;

12.5. put forward a strong case for an Chairman to re-view the decision taken;
12.6. give further clarification on how the application meets the normal qualifying criteria.

12.7. An Officer will take any appeal requests deemed valid to the committee Chairman/Vice Chairman to obtain approval to progress the application to committee or to refuse the appeal.

12.8. Applicants, who are appealing under 12b, must make sure they correctly justify why their project does meet the normal criteria and does not conflict with any of the Town Council's strategies.

13. Requests for References to support external grant applications

The Town Council understands that local organisations will seek funding from many different sources to fund their events. Organisations that require a reference from the Town Council to support their application should contact the Town Council in writing. The request will be considered by the Town Clerk. If eligible, a basic reference will be sent to the requestor on Town Council headed paper. It is the responsibility of the organisation to ensure the request is received within sufficient time for a reference to be issued.

The Town Council does not wish to provide references for commercial businesses.

Appendix 1: Sample Grant Application Form (separate document provided to applicants)

Appendix 2: Definition of a Voluntary Community Organisation

Appendix 3: Application scoring matrix

Appendix 1

Saltash Town Council – Grant Application Form (sample)

APPLYING FOR: **Community Chest Grant**
(Tick one box)

Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	
Position:	
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organisation cover?	

How long has your organisation been in existence?	
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Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)				
Please list the aims and objectives of your organisation				

What are the main activities of your organisation?	
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	Yes / No or N/A
Are you part of a religious group?	
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	
If application is from an education, health or social service establishment – do you work in partnership with other groups?	
If application is from an education, health or social service establishment – is project in addition to statutory services?	

2. Your project

Project	Start Date	/ /
	Finish Date	/ /
	Total Cost	£
	Grant Applied For	£

Project title:	
Description of project (please continue on a separate sheet if necessary):	
Where will the project/activity take place?	

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	
<p>How will the project be managed and how will you measure its success?</p>	
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	
<p>How will you promote the contribution to your project from STC?</p>	

**Saltash Town Council considers Match Funding is extremely important.
Please list any applications you have made for funding from other organisations in the table below:**

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

Please confirm the bank account your project is using is in the project's name/organisation name	
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4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	
A letter head showing the organisation's address and contact details	
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	
A copy of your organisation's latest set of accounting statements (if any exist)	
Copies of any letters of support for your project	
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.	
Other (please list)	

If any of the above documents have not been enclosed, please give reasons why in the box below:

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report including photographs to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

Signed:			
Print Name(s):			
Position(s):			
Date:			

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX Email: enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	

Amount awarded	
Application refused by P&F Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

Appendix 2

Definition of Voluntary / Community Organisation

For the purposes of Saltash Town Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or

intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.

Appendix 3 Application scoring matrix

Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

1	The promotion of tourism and leisure for both residents and visitors to the area with a community focus	
2	Supporting local safety campaigns	
3	Benefit health and wellbeing	
4	Promote pride in the community	
5	Highlight important local issues/history/culture to local residents and students	
6	Promote a sport - related initiative or event	
7	Increases visitors to Saltash and improves the local economy	
8	Promotes environmental issues which improve the local area	
9	Financial management and attempts to generate matched funding	
Total		

Scoring:

- 0 Does not meet criteria
- 1 Partially meets criteria
- 2 Meets criteria

Applications must score a minimum of SIX to be eligible to receive grant funding.